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### Background Summary

- a. Allaround machinist, operating machine tools, precision instruments, etc.
- b. Engineering draftsman, designing machinery, tools, jigs and fixtures, etc.
- c. Planner and Estimator Supervisor, devising schemes and procedures for the manufacture of various products for stipulated prices against a time schedule.
- d. Engineering Office Manager; the organization designing products tools, jigs and fixtures, devising methods of manufacture, and conducting the procurement of machine tools and special machinery.

### Probable Offices Within CIA

#### A. Office of Logistics

By virtue of a background of production engineering, demanding extensive knowledge of manufacturing processes and wherein the procurement of millions of dollars worth of machine tools, special machinery, engineering equipment, office machines and facilities were required; with the added requirement of the supervision of the Planning and Production Engineering Offices which carry on the processes of putting these elements into operation to produce many and varied complex military end products of high value to the Armed Forces.

#### B. DDP - Concerned with Design of Devices

Broad experience in the design of special equipment for military end use. Management of design organizations both for the design of the product and the design of the tools and fixtures with which to manufacture the product. Supervision of the processing departments which establish the schemes and procedures for either small quantity or large quantity production. Some of the design of special devices have resulted in monetary award above regular salary. In addition to the regular functions of the engineering organization it also contained mechanical, electrical and photographic laboratories, carrying on research and development. There also exists the personal knowledge and ability to actually operate the machine tools necessary to carry out the operations.

#### C. In Connection With The Establishment of the New CIA Building

Experience gained in the management of engineering organizations responsible for the plant layout of shops and offices, the provision

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of building and yard facilities, the procurement of machinery and equipment, the design of tools and fixtures and special machines, and the establishment of manufacturing processes for the employment of 5,000 persons. The experience and background has provided a broad knowledge of facility requirements of manufacturing plants - woodworking, metalworking, textiles, plastics, etc.; offices, engineering and clerical; laboratories - physical, electrical, chemical, photographic, testing, etc.; yard facilities - material storage and handling and parking requirements.

Educational Summary

Gramer School . . . . .	Completed
High School . . . . .	One year
Apprentic School . . . . .	Four years, machinist trade
International Correspondence Schools .	Two years, mechanical engineering
International Correspondence Schools ,	Diesel Engineering - completed
Self Taught . . . . .	Typing - 40 words a minute
Self Taught . . . . .	Russian Reading - fair
Self Taught . . . . .	Calculating Machines
Acquired in CIA. . . . .	Rapid Reading
Acquired in CIA. . . . .	Photo Interpretation
Acquired in CIA. . . . .	NSA Course